**Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Re-Opening for Public Worship**

**Amber Stage – July 21 2021**

|  |  |  |
| --- | --- | --- |
|  | Person responsible | Date  completed |
| **Corporate Worship** |  |  |
| **Corporate worship may resume with in-person worship services of up to 15% of space capacity in Step One, and 25% in Step Two with physical distancing. In Step Three worshippers may gather for services to the number that the space can accommodate with physical distancing. All other indoor gatherings (social, meetings, etc.) are subject to numerical limits. Be aware of the current restrictions for other indoor gatherings.** |  |  |
| Parishes continue to offer online worship - or direct parishioners to online services - in addition to providing in-person worship. No person should feel obligated to attend in-person worship. |  |  |
| The clergy and all involved in the liturgy must be healthy and well. Practice self-assessments. Create a plan for non-sacramental, lay-led worship that can be put into practice if required on short notice. |  |  |
| **Indoor Worship Space Preparation** |  |  |
| Order all required cleaning supplies. |  |  |
| Identify your high-touch areas: doorknobs, light switches, elevator buttons, bannisters, railings, kneelers, the backs, tops and arms of pews. |  |  |
| Arrange for high-touch areas in the worship space to be cleaned by professionals and/or trained volunteers **after each service**. |  |  |
| Designate how many people will be allowed in a washroom at one time. Use signage as well as floor indicators to show physical distance for those waiting for the washroom.  *Supplier link:*  <https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays> |  |  |
| Drinking fountains must be turned off and marked as such. |  |  |
| Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise. |  |  |
| Rope off pews (or remove seats) to indicate appropriate physical distancing of 2 m between individuals/family groupings, to the maximum capacity of 15% of available space in Step One, 25% in Step Two and to the space available with physical distancing for Step Three, If pews are used, use every other pew and people should sit physically distanced from one another. |  |  |
| Seating in the sanctuary also needs to maintain physical distancing. Furniture may need to be rearranged. |  |  |
| Use signage and floor markings to indicate directions of movement through the space. |  |  |
| The capacity of the vestry, sacristry and other small rooms will need to be considered to prevent overcrowding. Limit access to these rooms prior to services and stagger preparation times for participants. |  |  |
| Close off areas and rooms that will not be in use and put up signs indicating such. |  |  |
| Place hand sanitizer containing at least 70% isopropyl or 60% ethanol at the entrance(s) and throughout the church. Plan for sanitizer needs during worship and other gatherings. |  |  |
| After each use, chalices, patens, cruets and ciborium are to be cleaned with hot water and soap and stored in cupboards, a covered area or in containers. Purificators are washed in soap and hot water and stored in sealed containers between use.All other linens are washed in soap and hot water and stored in sealed containers or covered areas between use.  Unconsecrated hosts/wafers must be kept in a clean, sealed dry container or sealable bag at a cool temperature. |  |  |
| Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits.  Arrange for safe laundering of reusable cloth masks. |  |  |
| Fonts and stoups are to remain dry. |  |  |
| Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible.  Do not use fans. |  |  |
| Put up posters with information on COVID-19, physical distancing, hand hygiene, cough hygiene, use masks, and when to stay home.  [Fact Sheet Novel Coronavirus](https://www.toronto.anglican.ca/uploads.php?id=5f07409ea1042)  [COVID-19 Social Distancing](https://www.toronto.anglican.ca/uploads.php?id=5f074123d1202)  [COVID-19: Protect Yourself - Wash Your Hands](https://www.toronto.anglican.ca/uploads.php?id=5f0741848b961)  [HandwashingHYPERLINK "https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e" Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d)  [Health HYPERLINK "https://www.toronto.anglican.ca/uploads.php?id=5f074410e8cee"&HYPERLINK "https://www.toronto.anglican.ca/uploads.php?id=5f074410e8cee" Safety During COVID-19 - Protect Yourself and Others](https://www.toronto.anglican.ca/uploads.php?id=5f074410e8cee) |  |  |
| Plan for how parish list will be divided and parishioners invited to attend services so that congregation sizes can be controlled.  In planning, allow space for unexpected guests or visitors in order not to refuse entrance to seekers; we recommend 5 – 10 % of the available seats. |  |  |
| Train sidespersons and greeters on the protocols for contact tracing, social distancing, hand hygiene, masks, and how to seat and usher worshippers. |  |  |
| Communicate to persons responsible for emergencies during worship any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
| Consider those parishioners with special needs who may need individualized consideration. Consult with them and their caregivers about needed supports to safely return. |  |  |
| Communicate changes to parishioners and the public on social media and parish website in order to prepare worshippers and describe new protocols. Encourage them to bring their own masks, water bottles, etc. |  |  |
| Have someone at the designated entrances and exits to make sure there is no lingering or congregating in groups at the door. |  |  |
| **Outdoor Worship** |  |  |
| Worshippers may gather for services outdoors to a number that the available space can accommodate with physical distancing. Please note that gatherings of this size may ONLY take place for purposes of worship. All other outdoor gatherings (social, meetings, etc.) are subject to numerical limits. Be aware of the current restrictions for other outdoor gatherings. |  |  |
| Take attendance upon arrival and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private.  [Contact Tracing Logbook for Services](https://www.toronto.anglican.ca/uploads.php?id=5f07490046dfa) |  |  |
| Sidespersons or greeters are responsible for ensuring physical distancing. |  |  |
| **Masks are strongly recommended for all.** Clergy presiding at a celebration of the Eucharist MUST be masked when speaking or singing over the elements of bread and wine, and when distributing the host. |  |  |
| **Masks are strongly recommended for all.** Worshippers **may** remove their mask outdoors when settled in place for worship (sitting or standing), physically distanced. When in motion – ie., gathering, departing, coming forward for communion – masks should be worn. |  |  |
| **No congregational singing is permitted**. Outdoors, up to four singers may sing, if physically distanced by 4 metres (12 feet) from each other and other worshippers. If stationary and physically distanced, those singers may remove their masks outdoors. |  |  |
| All other protocols for the celebration of the Eucharist are to be followed, below. |  |  |
| **During Worship** |  |  |
| Worshippers must practice physical distancing and wear masks at all times indoors. Use signs and floor markers to demonstrate the 2 m distance. Pay particular attention to areas where crowding normally occurs: entrances, vestibules and aisles. |  |  |
| Place hand sanitizer prominently at entrances and throughout the nave. Insist upon usage. |  |  |
| Have masks available and insist upon usage indoors. (People may bring and use their own masks.) |  |  |
| Take attendance upon arrival and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private.  [Contact Tracing Logbook for Services](https://www.toronto.anglican.ca/uploads.php?id=5f07490046dfa) |  |  |
| It is recommended that individual service leaflets be distributed or the liturgy projected onto overhead screens. However, prayer books and pew Bibles may be returned to the pews. |  |  |
| With water fountains disabled, sidespersons may provide water only for reasons of health and safety when necessary. Have water in disposable cups/bottles available, only for this purpose, and distribute with sanitized hands. |  |  |
| Children under the age of ten are to remain with their family.  Families may bring their own toys and snacks for children but must not share them with others. |  |  |
| Clean, new items for children – leaflets, crafts, small books or toys – may be provided by the parish but are not to be shared or returned at the conclusion of the service. |  |  |
| Youth programs (for ages ten and up) may resume with strict physical distancing and use of masks. No food or beverages are to be served or shared. No singing is permitted. |  |  |
| No physical contact is to take place during the exchange of the Peace. |  |  |
| Collection plates and baskets are not to be passed person-to-person during the Offertory. Parishioners may deposit their offering into plates or baskets prominently placed out to receive them. |  |  |
| No choral or congregational singing is permitted. Recorded music is permitted. Instrumentalists are welcome subject to physical distancing. Indoors, solo vocalists must maintain a minimum 4-metre distance from the congregation and other musicians.  Only one voice may sing at one time.  The vocalist must be masked while singing. |  |  |
| Liturgical dancing must be suspended at this time. |  |  |
| To keep masks effective and protective of others (clean and dry) refrain from long recitations of psalms etc. by the congregation. Have everyone give quiet responses. |  |  |
| “Madonna”, headset, lapel or handheld microphones must be assigned to a single individual and not passed or shared during a service. Lectern and personal microphones must be sanitized between services. |  |  |
| Thuribles are not to be passed between thurifers and/or clergy. |  |  |
| **The Eucharist** |  |  |
| The celebration of the Eucharist may resume, in one kind.  The presiding celebrant will consecrate both the bread and the wine, and consume in both kinds, but will distribute only the consecrated bread to all others. |  |  |
| A deacon, altar guild member or server – with thoroughly sanitized hands and wearing a mask – may help prepare the credence table ahead of time for Holy Communion. If anyone touches their face, or the front of their mask, they must sanitize their hands again. |  |  |
| A deacon or server may set the table for communion. The elements shouldn’t be processed, but the deacon, with clean hands, may set the table, not touching the bread or the lip of the chalice. They may carry everything from the credence table, if that is the practice of the parish. Distance from others must be possible and maintained. The priest must stay at a distance, away from the altar, as the deacon sets the table. When the deacon completes the task, they must move away from the altar and the priest may then move toward the altar. |  |  |
| The presiding celebrant stands alone at the altar, and prepares the altar for the Eucharist. There is to be no passing of vessels. Only the presiding celebrant is to handle the elements. |  |  |
| The presiding celebrant, the deacon, the preacher and other speakers in the liturgy must wear masks throughout and strive to maintain physical distancing in the sanctuary. |  |  |
| Hand sanitizer is to be used by the priest before handling the elements and distributing communion. The priest must wear a mask at the time of distribution. |  |  |
| All persons distributing communion must use hand sanitizer and wear a mask. |  |  |
| Communicants must wear masks and come forward in a physically distanced manner. Floor markings and sidespersons can help ensure distance in lines. |  |  |
| Holy Communion is distributed from standing stations. Depending on the worship space, it will usually be outside of the chancel area. Avoid communion rails and kneelers. |  |  |
| Communicants receive the host while still wearing a mask. They will stop at a six foot distance from the communion minister, hear the words, “The body of Christ…” (or similar) and respond with “Amen”. The communicant will then move forward to receive the wafer in their hand. They then move away (two metres) from the communion minister, stop to remove their mask, and consume the host. Depending on the worship space, this will usually be done while facing the altar and no one is closer than six feet. Mark the direction and space to stop on the floor. Hand sanitizer needs to be available in this spot. The communicant will replace their mask and then clean their hands before returning to their seat. |  |  |
| Consecrated bread is to be placed carefully in the communicant’s hand by gently dropping into the open palm. Larger wafers are recommended for this purpose. (Receiving the sacrament on the tongue is reserved for private communions only, when rigorous hand hygiene can occur both before and after communion.) |  |  |
| Should accidental contact take place, the communion minister must stop and sanitize their hands before resuming distribution. |  |  |
| Blessings during communion must be given without touch. The worshipper will stand at the two metre (six foot) distance mark in the line before the priest and cross their hands over their chest. The priest will offer the blessing. |  |  |
| Prayers for healing in worship, without contact, are permitted. These are best done from marked standing stations separate from the communion line. Masks must be worn and physical distancing must be observed. If the parishioner would like to have a pastoral conversation about their needs, have them request a private pastoral visit. (Anointing with oil is reserved for private visits only, when rigorous hand hygiene can occur both before and after the single anointing. Do not touch the inside of the oil stock before use or after anointing until hands have been thoroughly sanitized or washed. Wipe the oil stock thoroughly on the outside with disinfectant wipes or with soap and water following a single anointing.) |  |  |
| A deacon or server – with thoroughly sanitized hands and wearing a mask – may clear the altar after Holy Communion, maintaining physical distance from others. They are to sanitize their hands thoroughly after doing so. |  |  |
| **Other Notes** |  |  |
| **Arrange for cleaning of high-touch areas in the worship space and washrooms** **after each service**. Thorough cleaning of the entire space must occur regularly, |  |  |
| Those who count money are to wear gloves and wash their hands thoroughly afterwards. For protection, make sure there is no touching of the face with the gloved hand. |  |  |
| Larger in-person gatherings may now resume, to established gathering limits, where physical distancing is possible. All gatherings/meetings on church property require physical distancing. Masks must be worn indoors when not alone. |  |  |
| Food and beverages continue NOT to be served or shared at any gathering. |  |  |
| Routine pastoral care visiting may resume, observing heightened hygiene practices, masks must be worn indoors, while maintaining physical distancing as well as possible. If outdoors, continue to maintain physical distancing. If this is not possible, always wear a mask. (Best to wear masks at all times) |  |  |
| **Weddings, funerals and baptisms** |  |  |
| Take attendance and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private.  [Contact Tracing Logbook for Weddings and Funerals](https://www.toronto.anglican.ca/uploads.php?id=5f0747e671c74) |  |  |
| These services may have up to 15% of space capacity in Step One, and 25% in Step Two. In Step Three the capacity is to the number that the space can accommodate with physical distancing. |  |  |
| Physical distancing must be observed in all seating arrangements in the worship space for attendees. Masks must be worn.  No physical contact is allowed, except by wedding couple, children and parent(s) or people of the same household. If someone lives alone they may sit with the household they are connected to. |  |  |
| Close off rooms and common areas not required. Follow all cleaning protocols. |  |  |
| Single use bulletins (or projected words to screens) are recommended. However, prayer books may be returned to pews. |  |  |
| Communicate to all who may attend that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. This includes clergy. |  |  |
| No congregational singing is permitted. Recorded music is permitted, as are some instrumentalists with physical distancing. Unless there is a plexiglass or other impermeable barrier wind instruments are not allowed. Solo vocalists must maintain a minimum 4-metre distance from the congregation and other musicians.  Only one voice may sing at one time.  The vocalist must be masked while singing. |  |  |
| When planning for possible groups and gatherings after worship in the church, please remember no food or beverages may be shared or served in the Amber stage. Larger in-person gatherings may now resume, to established gathering limits, where physical distancing is possible. It is imperative that all gatherings on church property practice physical distancing. |  |  |
| Have someone at the designated entrances and exits to make sure there is no lingering or congregating in groups at the door. |  |  |
| ***Notes For Weddings*** |  |  |
| All, including the officiant, must wear a mask indoors. The congregation must be physically distanced. The officiant is physically distanced from the couple and wedding party. The wedding party physically distanced from each other. If outdoors, masks are required when a 2 metre distance cannot be maintained. (Best to wear masks at all times.) |  |  |
| The officiant should not wrap a stole around the couple’s hands. |  |  |
| The couple may remain close to each other and when facing each other may remove their masks indoors during their vows, replacing their masks for the signing of the vestry book and recessional etc. The rest of the wedding party must remain physically distanced and masked. |  |  |
| ***Notes For Funerals*** |  |  |
| Everyone must wear a mask indoors and outdoors if a 2 metre distance cannot be maintained. Masks are always best. |  |  |
| Respect and follow the restrictions and requirements of infection prevention and control of funeral homes during this time. |  |  |
| ***Notes For Baptisms*** |  |  |
| Ideally only one candidate, or family grouping, is baptised at a single service. Physical distancing must be maintained in the congregation and around the font. |  |  |
| A hand sanitizer station should be at the font. |  |  |
| Mark the floor in advance to indicate physical distancing for those standing around the font. Masks must be worn. |  |  |
| The font is sanitized and filled with fresh water at the time of the baptism. |  |  |
| Infants and small children to be baptized remains in the arms of a family member. |  |  |
| The priest wears a mask at the font. |  |  |
| Hands are sanitized. Water is poured on the baptized by the priest with a sanitized shell or similar vessel. Alternatively, a family member may pour the water. |  |  |
| The baptized may be anointed with oil (chrism) that is poured into a small bowl or other vessel, using a clean new cotton ball or cotton swab so hands do not touch the forehead. |  |  |
| A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said. Candles are not to be passed. |  |  |
| ***One to one pastoral visits*** |  |  |
| Physical distancing must always be exercised. Do not shake hands or hug. |  |  |
| Hand sanitizing must happen before and after the visit. |  |  |
| Masks are required for both people. Have masks available. |  |  |
| Priest or pastoral visitors must be healthy and without an underlying medical condition that makes them vulnerable. |  |  |
| If the person requesting the pastoral visit is experiencing symptoms of COVID-19/cold/flu or are ill or vulnerable to illness, a phone or online visit is required. |  |  |
| Space chosen for the visit must be well ventilated, with an open window if possible. Do not use fans. Clean the space before and after. |  |  |
| If meeting is not in the church building, the same protocols remain. |  |  |
| If the pastoral visit takes place in an institution, clergy must comply with their protocols in addition to all diocesan guidelines. Some institutions may not allow visitors so a phone or online visit will be required. |  |  |

**A Checklist for Reopening Parish Spaces**

**Amber Stage**

|  |  |  |
| --- | --- | --- |
|  | Person responsible | Date  completed |
| **Preparing Parish Offices and Meeting Spaces** |  |  |
| Order all required cleaning supplies and PPE (masks/gloves) for office and staff; wipes or disinfectant, paper towels, tissues. |  |  |
| Identify high-touch areas: doorknobs, light switches, toilets and taps, elevator buttons, countertops, bannisters and railings, appliances, photocopier, and shared office equipment. |  |  |
| Drinking fountains must be turned off and marked as such. |  |  |
| Arrange for offices and used meeting rooms to be cleaned by professionals and/or volunteers at least daily.  Frequently touched surfaces must be cleaned twice daily. |  |  |
| Cleaners must be aware of Public Health guidelines:  <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>  <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en> |  |  |
| Workstations that are shared must be cleaned between each user. |  |  |
| Rearrange workstations if needed to ensure physical distancing. |  |  |
| Install plexiglass if needed to ensure physical distancing, e.g. at reception.  Supplier links:  <https://www.artsoft.ca/catalog/product-category/social-distancing-sign/?gclid=EAIaIQobChMIzoKChLP_6AIVnvrjBx0zlAIaEAAYASAAEgJZEfD_BwE>  <http://www.lumichrom.com/covid-19-plexiglass-safety-barriers?gclid=EAIaIQobChMIy-edh7T_6AIVxf3jBx2KyQJiEAAYASAAEgJZQ_D_BwE>  <https://officecentralinteriors.com/?utm_campaign=emailmarketing_79871049886&utm_medium=email&utm_source=shopify_email> |  |  |
| Designate separate entrance(s) and exit(s) if possible, with signage. |  |  |
| Put up posters at entrances educating staff about symptoms (COVID-19/cold/flu), and sanitizing and washing hands immediately upon entry.  [9851 Mask Bylaw Letter](https://www.toronto.anglican.ca/uploads.php?id=5f3c2a0f4c909)  [Poster 2 COVID-19 Entrances](https://www.toronto.anglican.ca/uploads.php?id=5f073fdf05fc1) |  |  |
| Place hand sanitizer containing at least 70% isopropyl or 60% ethanol content at the entrance(s) and throughout the building. |  |  |
| Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits.  Arrange for laundering of reusable cloth masks. |  |  |
| Put up posters educating on COVID-19, physical distancing, hand hygiene, cough hygiene, use of PPE/masks, if showing symptoms (COVID-19/cold/flu), or have travelled internationally in the last 14 days must stay home.  [Fact Sheet Novel Coronavirus](https://www.toronto.anglican.ca/uploads.php?id=5f07409ea1042)  [COVID-19 Social Distancing](https://www.toronto.anglican.ca/uploads.php?id=5f074123d1202)  [COVID-19: Protect Yourself - Wash Your Hands](https://www.toronto.anglican.ca/uploads.php?id=5f0741848b961)  [Handwashing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d)  [Health & Safety During COVID-19 - Protect Yourself and Others](https://www.toronto.anglican.ca/uploads.php?id=5f074410e8cee) |  |  |
| Put up posters on maintaining mental health.  [Feelings of Stress and Anxiety During COVID-19](https://www.toronto.anglican.ca/uploads.php?id=5f0744662734b)  [Taking Care of Your Mental Health and Well-Being](https://www.toronto.anglican.ca/uploads.php?id=5f0744af314d8) |  |  |
| Reduce meeting room seating capacities to ensure small numbers and physical distancing; post signs on meeting rooms advising limits. Do not share microphones for meetings. |  |  |
| Close rooms that will not be in use and post signs not to use. |  |  |
| Close common areas like kitchen, lunchroom, coffee and tea stations. No food or beverages are to be served or shared. |  |  |
| Post signs on photocopier, shared telephones, and other common equipment to “Please wash hands after use.” |  |  |
| Remove all shared items from common areas, utensils and dishes from kitchens and lunchrooms. |  |  |
| Designate how many people will be allowed in a washroom at one time. Use signage as well as floor indicators to show physical distance for those waiting for the washroom.  Supplier link:  <https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays> |  |  |
| Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise. |  |  |
| Reschedule unnecessary visits by supply chain partners, vendors or others who do not need to be on site right now. |  |  |
| Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible.  Do not use fans. |  |  |
| Our buildings remain closed to the public. Post signs at entrances indicating that offices are open to visitors by appointment only. |  |  |
| Decide on a schedule for staff to return. Consider staggered worktimes. | Incumbent/ Churchwardens |  |
| Require written confirmation from licensees/rental groups as to how they will meet their gathering and health guidelines, prior to their use of the facility. |  |  |
| Review and modify if needed, the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
| Develop your Return to Work Plan for Staff – a sample is below; obtain Health & Safety Rep/JHSC input.  [Return to the Parish Plan Sample Presentation](https://www.toronto.anglican.ca/uploads.php?id=5f3c2dc418373) |  |  |
|  |  |  |
| **Preparing - Parish Staff, Volunteers and Licensees** |  |  |
| Communicate the Return Plan to staff, volunteers and licensees before returning. |  |  |
| Communicate that anyone who is ill, experiencing symptoms or who has been exposed to COVID-19 must stay home. Everyone must be symptom-free before entering the building. Use the Screening Questionnaire below. |  |  |
| Communicate that anyone who has travelled internationally must stay home and self isolate for 14 days before entering the building. |  |  |
| Communicate to staff that if they experience symptoms (COVID-19/cold/flu) while at work, they must go home or work from home. |  |  |
| Communicate to staff, volunteers and licensees to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they must wear a mask when unable to physically distance (if space is open to the public/parishioners, they must wear a mask at all times). |  |  |
| Communicate to staff to take proper breaks during the day, and to care for their mental health. |  |  |
| Remind staff, volunteers and licensees that they must clean and sanitize hands upon arrival and frequently throughout their time in the building. |  |  |
| Take attendance daily and ensure that all persons on site have provided information for contact tracing if needed. Everyone (clerics, staff and volunteers) must read the Screening Questionnaire before or at the start of their day or shift and follow the instructions. All visitors must have appointments, check in at reception and read the screening questionnaire and follow the instructions. For reasons of privacy, contact logs must be securely stored for a period of three (3) years.  [New Contact Tracing Logbook](https://www.toronto.anglican.ca/updated-contact-tracing-logbook/)  Screening Questionnaire |  |  |
| Communicate to staff, volunteers and licensees any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
|  |  |  |
| **Returning to the Parish Office** |  |  |
| Train staff on hand hygiene, cough hygiene and use of masks and gloves.  [Handwashing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069) [Good Cloth Masks](https://www.toronto.anglican.ca/uploads.php?id=5f074637639c3)  [When and How to Wear a Mask](https://www.toronto.anglican.ca/uploads.php?id=5f07468010387) |  |  |
| Remind staff that they must clean hands when they arrive at the office. |  |  |
| Remind staff that if experiencing symptoms of COVID-19/cold/flu, they should advise their Supervisor immediately and return home or work from home. |  |  |
| Remind staff to maintain physical distance while at the office and to wear mask outside of their work area and where physical distancing is not possible (if space is open to the public/parishioners, they must wear a mask at all times). |  |  |
| Daily check ins with staff on whether they are experiencing symptoms (COVID-19/cold/flu) after return. |  |  |
| Conduct weekly meeting – online or with physical distancing - to advise staff on updates, how things are progressing, address any concerns or questions, etc. |  |  |

**A Checklist for** **Outreach Ministries**

**Amber Stage**

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| **Food security ministries to vulnerable populations continue to be permitted** |  |  |
| **Physical distancing:** engineer your space to ensure everyone can stay 2 metres (6 feet) apart at all times.  In general, we encourage you to offer food on a takeaway basis, unless you have an established drop-in programme and feel confident in maintaining physical distancing and hygiene to a high standard.  If guests are entering and staying in the space, ensure that the maximum number of people in the space at one time does not exceed public health guidelines for gatherings (currently a maximum of 10 people at one time), masks are worn, and that physical distancing can be maintained. |  |  |
| **Screening**: All staff, volunteers, and essential visitors entering and/or working in homelessness services settings should be actively screened before every shift, prior to entering the site. Non-essential visitors should not be visiting the site at this point in time. Staff and volunteers are asked to assess themselves before they travel to work, in order to minimize the risk of exposure to COVID-19 and to support everyone's health and safety.  [Screening tool for staff and volunteers](https://www.dropbox.com/s/llbdqv287vnx3mn/SSHA%20-%20Staff%20Visitor%20COVID_Screening_Tool_May%205%202020.pdf?dl=0)  Screening questionnaire |  |  |
| Take attendance daily and ensure that all staff and volunteers or essential visitors have provided information for contact tracing if needed. For reasons of privacy, contact logs must be securely stored for a period of three (3) years.  It may be helpful to collect contact information of guests, but service should not be restricted or denied if people are unable or unwilling to provide this information.  [New Contact Tracing Logbook](https://www.toronto.anglican.ca/updated-contact-tracing-logbook/) |  |  |
| All guests should be screened on arrival, whether formally or informally. The screening tool used for staff may be adapted for informal screening of guests, or you may use the following screening tool:  [City of Toronto screening tool for homelessness service settings](https://www.toronto.ca/wp-content/uploads/2020/03/94d7-SSHA-COVID_Screening_Tool_UPDATED-2020-03-19.pdf)  Screening Questionnaire  While conducting the screening, maintain a distance of 2 metres between yourself and the client. You may remain behind a plexiglass barrier where possible, or else conduct the screening outside the entrance to the space, wearing eye protection and a gown. The screener may also be the appropriate person to offer hand sanitizer to anyone entering the space. |  |  |
| If a guest is symptomatic or answers “yes” to a screening question:   * Ask them to sanitize their hands and to wear a mask. * Encourage the guest to isolate themselves from others (at least 2 m apart). * Sanitize all surfaces the guest may have touched and ask other participants who have touched these surfaces to sanitize their hands. * If a guest is symptomatic but not experiencing severe symptoms, arrange for transportation to a COVID-19 assessment centre. The protocol will vary depending on your municipality. Within the City of Toronto, use the following form (which must be accompanied by a copy of the screening tool above).   [City of Toronto: Arranging Non-Emergency Transport](https://www.toronto.ca/wp-content/uploads/2020/03/8c7f-SSHA-COVID-Arranging-Non-Emergency-Transportation_2020-03-18.pdf)  Outside Toronto, please contact your local health authority for the protocol on referrals to assessment centres in your community. |  |  |
| **Hand Hygiene:** Teach everyone effective hand washing and use of hand sanitizer. Post handwashing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage available at all entry points.  [Handwashing poster](https://www.toronto.ca/wp-content/uploads/2017/11/9975-tph-handwashing_poster_eng_Dec_2012_aoda.pdf)  [Hand sanitizing poster](https://www.toronto.ca/wp-content/uploads/2017/11/9984-tph-handsanitizing_poster_eng_Dec_2012_aoda.pdf) |  |  |
| **Cough Hygiene:** Teach everyone proper cough hygiene. Post cough hygiene instructions where they are easily visible. Make appropriate signage available at all entry points.  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d) |  |  |
| **Personal Protective Equipment (PPE):** Determine which PPE is needed, depending upon the risk of exposure to respiratory droplets. For more information on PPE, see [Recommendations for PPE for Diocese of Toronto Outreach Programs During a Pandemic](file:///H:\COVID-19%20Outreach%20Response\Diocese%20of%20Toronto%20Outreach%20Programs%20-%20PPE%20Guideline%20Documents-%20Final%20Working%20Doc3.pdf). You can also watch the [video tutorial on Safe Use of PPE during the COVID-19 Pandemic.](https://drive.google.com/file/d/1CwXWYiDIp6LvXhm-r0tBUgPk8RtQf53O/view) |  |  |
| **Food preparation:** Your site may have had to be creative in preparing food. Be mindful of safe food handling practices when accepting food donations and preparing food for distribution.  [Danger Zone food safety poster](https://www.york.ca/wps/wcm/connect/yorkpublic/7eb8ba23-61a6-4de1-9bd7-d13c1e6fe7db/Food+Safety+Danger+Zone+sign.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE.Z18_29D41BG0PGOC70QQGGJK4I0004-7eb8ba23-61a6-4de1-9bd7-d13c1e6fe7db-mLVVvyk)  [Food Safety for Food Donations](https://www.york.ca/wps/wcm/connect/yorkpublic/51522452-d687-4b03-8eb2-63485d536bf4/Safe+Food+Donation+Supplemental.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE.Z18_29D41BG0PGOC70QQGGJK4I0004-51522452-d687-4b03-8eb2-63485d536bf4-n6nwMau) |  |  |
| **Food consumption:** If food is to be eaten on site, ensure that all packaging and utensils are single-use disposables, and that guests have the opportunity to wash or sanitize their hands immediately before eating. Consider whether to eliminate tables, or clean them frequently if they are used. |  |  |
| **Cleaning:** Clean the general environment and “high-touch” surfaces often. Where possible, eliminate the need to have many hands on a single surface, e.g. leave doors open so that multiple people are not touching the door handle; have a single volunteer handle the hand sanitizer. Do not share pens, cellphones, or other personal items.  When cleaning, clean visible dirt first, then apply disinfectant with suitable contact time at a frequency appropriate for the use of the surface. Pay particular attention to frequent cleaning of washrooms. Set up a system, a schedule, and get everybody on board. Additional guidelines can be found [here.](https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html) |  |  |
| **Donations:** Consider the types of donations and deliveries you receive on an ongoing basis, and what protocols you will have for receiving them. Limit the times, number of people and physical contact with donors and donations. Non-perishable items such as clothing and book donations should be ‘quarantined’ for 72 hours before further handling/distribution. |  |  |